

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Code Compliance Technician

Revision Date: 9/07

EEO Code: Admin. Support

Status: Non-Exempt

Control No: 30664

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Chief Building Official and Code Compliance Team Leader, coordinates Code Compliance complaints and activities between the public and the Code Compliance Section.

III. Essential Duties

- Receive Code Compliance complaints and/or general information calls.
- Input and maintain Code Compliance data in computer database.
- Arrange and coordinate community meetings with Code Compliance Officers.
- Assist Building Permit Technician as needed.
- Coordinate neighborhood preservation programs throughout the City.
- Coordinate special event permits with various City departments.

IV. Marginal Duties

- Coordinate City and neighborhood projects such as Sandy Pride with the Code Compliance Section.
- Act as Notary Public
- Perform other duties as assigned.

V. Qualifications:

Education: Six months secretarial or business training.

Experience: Two years prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute any equivalent combination of education or experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary; and arithmetic; clerical and general office practices, procedures and equipment; basic Planning practices and policies, knowledge of municipal zoning and property maintenance regulation is highly desirable.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; constant contact with the public;-frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires regular use of a computer databases, printer, copier, fax machine, and telephone system; occasional use of a typewriter and the City 800 radio system.

Analytical Ability: Communicate effectively both verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and

decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; frequent exposure to stress caused by citizen complaints and multiple, simultaneous demands associated with deadlines of projects and with planned events; occasional evening and weekend work is required; requires constant contact with the general public and with City employees including, the Mayor, City Council, and Department Heads.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____